

Solid Waste Management Division - Operations

DESCRIPTION OF MAJOR SERVICES

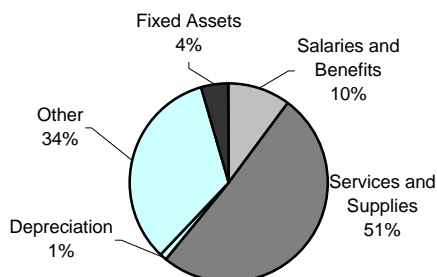
The Solid Waste Management Division (SWMD) is responsible for the operation and management of the County of San Bernardino's solid waste disposal system, which consists of 6 regional landfills, and 8 transfer stations, oversight and/or post-closure maintenance at 28 inactive or closed landfills and waste disposal sites throughout the county. SWMD provides scale operations and maintenance; accounts payable/receivable; engineering, design, and construction management; and education and waste diversion. SWMD provides oversight, direction, guidance and control of the contractor, Burrtec Waste Industries, Inc. (Burrtec), for the daily operations of the county's active landfills, transfer stations, and maintenance of the inactive and closed landfills. In its contract administrative role, SWMD provides both general and specific direction to Burrtec in implementing county policies and procedures pertaining to the operations of the county's solid waste system. SWMD also monitors Burrtec's performance under the contract. SWMD maintains direct coordination with all regulatory agencies and liaison activities with customers, including cities, refuse haulers, and citizens. SWMD receives state grant monies, county and private industry matching funds to be used to further the education and outreach for waste reduction, reuse and recycling programs.

BUDGET AND WORKLOAD HISTORY

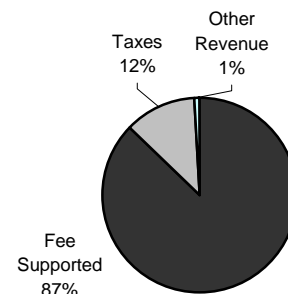
	Actual 2003-04	Budget 2004-05	Actual 2004-05	Budget 2005-06
Appropriation	46,873,639	57,212,395	58,981,396	57,786,186
Departmental Revenue	56,736,707	57,440,172	64,983,166	60,737,062
Revenue Over/(Under) Expense	9,863,068	227,777	6,001,770	2,950,876
Budgeted Staffing		84.8		84.2
Fixed Assets	442,845	353,000	126,740	2,636,975
Unrestricted Net Assets Available at Year End	3,321,205		3,402,590	
Workload Indicators				
Total Revenue-Generating Tons	1,497,304	1,714,800	1,794,126	1,852,124
Single Family Residences	81,014	81,104	80,784	80,784
Active Facilities	14	14	14	14
Inactive Facilities	28	28	27	27
Closed "capped" Facilities	-	4	5	5

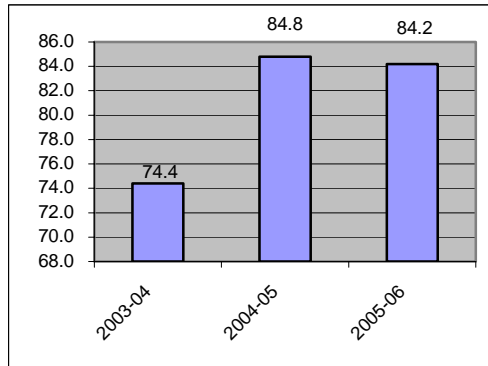
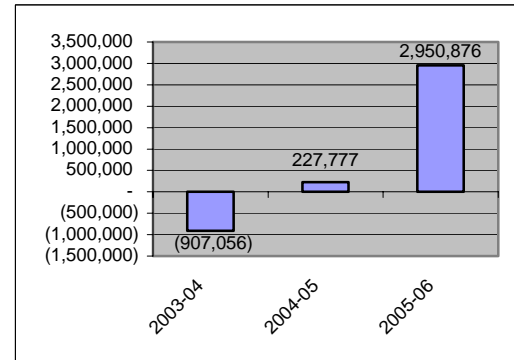
Actual revenues in 2004-05 were approximately \$7.5 million greater than budget. The additional revenues are mainly attributed to increased tonnage received at the county landfills (\$4.0 million). Also, SWMD accrued an unanticipated \$1.1 million from Burrtec for not meeting density requirements in accordance with the landfill operations contract, as well as an additional \$0.7 million from the restructuring of waste hauling services from permitted to franchised areas. Finally, SWMD received \$0.9 million from federal and state agencies for reimbursement of costs related to the fire debris removal program.

2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY



2005-06 BREAKDOWN BY FINANCING SOURCE



2005-06 STAFFING TREND CHART**2005-06 REVENUE OVER/(UNDER) TREND CHART**

GROUP: Public and Support Services
DEPARTMENT: Public Works - Solid Waste Mgmt
FUND: EAA SWM, EWC SWM, EWE SWM

BUDGET UNIT: SOLID WASTE MANAGEMENT
FUNCTION: HEALTH AND SANITATION
ACTIVITY: SANITATION

	2004-05 Actuals	2004-05 Final Budget	2005-06 Board Approved Base Budget	2005-06 Board Approved Changes to Base Budget	2005-06 Final Budget
Appropriation					
Salaries and Benefits	4,807,998	5,727,010	6,389,231	(230,713)	6,158,518
Services and Supplies	27,900,829	33,752,273	33,317,907	(2,736,695)	30,581,212
Central Computer	51,363	36,266	55,218	-	55,218
Other Charges	11,270,660	11,188,346	11,188,346	1,649,674	12,838,020
Transfers	258,662	327,453	327,453	48,038	375,491
Contingencies	-	588,900	588,900	1,245,305	1,834,205
Total Exp Authority	44,289,512	51,620,248	51,867,055	(24,391)	51,842,664
Reimbursements	-	-	-	-	-
Total Appropriation	44,289,512	51,620,248	51,867,055	(24,391)	51,842,664
Depreciation	315,368	592,147	592,147	-	592,147
Operating Transfers Out	14,376,516	5,000,000	5,000,000	351,375	5,351,375
Total Requirements	58,981,396	57,212,395	57,459,202	326,984	57,786,186
Departmental Revenue					
Taxes	7,473,566	7,053,033	7,053,033	321,085	7,374,118
Licenses & Permits	1,983,621	1,359,128	1,359,128	644,729	2,003,857
Use of Money and Prop	455,282	255,500	255,500	76,048	331,548
State, Fed or Gov't Aid	931,971	82,061	82,061	416	82,477
Current Services	52,283,375	48,430,429	48,677,236	2,171,426	50,848,662
Other Revenue	1,341,372	10,021	10,021	(3,621)	6,400
Other Financing Sources	273,616	50,000	50,000	-	50,000
Total Revenue	64,742,803	57,240,172	57,486,979	3,210,083	60,697,062
Operating Transfers In	240,363	200,000	200,000	(160,000)	40,000
Total Financing Sources	64,983,166	57,440,172	57,686,979	3,050,083	60,737,062
Revenue Over/(Under) Exp	6,001,770	227,777	227,777	2,723,099	2,950,876
Budgeted Staffing		84.8	84.8	(0.6)	84.2
Fixed Assets					
Land	105,000	-	-	-	-
Improvement to Land	773	100,000	100,000	2,400,000	2,500,000
Equipment	20,967	253,000	253,000	(253,000)	-
Vehicles	-	-	-	136,975	136,975
Total Fixed Assets	126,740	353,000	353,000	2,283,975	2,636,975



DEPARTMENT: Public Works - Solid Waste Mgmt
 FUND: EAA SWM, EWC SWM, EWE SWM
 BUDGET UNIT: SOLID WASTE MANAGEMENT

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes		Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Salaries and Benefits				
	Delete positions because of the partial closure of the Bark Beetle Program	(9.6)	(461,551)	-	461,551
	The incineration site has been closed, the equipment sold, rented structures returned, and the site returned to its original state. These various positions, hired to work at the incineration site, are not necessary to the needs of the SWMD, and are to be deleted from the division. These positions are as follows: 2.5 Contract Equipment Operators III (\$135,536), 3.5 Contract Equipment Operators II (\$197,534), and 3.5 Contract Scale Operators (\$128,481). One Contract Equipment Operator III is being maintained to provide daily review of the leased logging storage site in Lake Arrowhead.				
	Salaries and benefits savings	-	(305,947)	-	305,947
	The SWMD recommends a reduction in salaries and benefits that will not be needed for this fiscal year. The reduction includes \$152,113 for staff on active military duty and a reduction in Public Service Employees (PSE) for the fire debris removal program, \$14,536 in overtime, \$10,000 for termination benefits, \$785 for FICA medicare tax, \$12,117 for PST plan county paid retirement for the PSE's, and \$116,396 for payroll-EPWA Direct charges for computer support services.				
	Add various positions for increased workloads and programs.	9.0	533,185	-	(533,185)
	Staffing request includes the following: * 1.0 Scale Operator (\$51,505) for a new scale station at the Mid-Valley Landfill. * 1.0 Supervising Planner (\$101,813) to supervise planning staff and be responsible for long-range development, permitting and new technologies. * 1.0 Engineering Tech IV (\$73,012) for perchlorate monitoring and reporting. * 1.0 Staff Analyst I (\$69,027) needed for a variety of duties including preparation of CIWMB revised tonnage reports, provide analysis of recycling programs, research alternative uses of landfill gas, and resolve jurisdictional waste and recycling report complaints. * 1.0 Automated Systems Technician (\$58,639) to maintain SWMD's hardware and software programs including expanding/updating the network and the repair of scale computers and printers. * 1.0 Clerk III (\$45,413) to convert the over 1.2 million pages of documents in the SWMD library to electronic and imaged format for on-line access. * 1.0 Clerk III (\$45,413) to review and process the approximate 7,500 Uniform Handling Waiver Program applications received each year. * 1.0 Clerk II (\$40,960) to assist with the increasing number of contracts and requests for proposals processed by SWMD for closures and other projects. * 1.0 Fiscal Clerk II (\$46,403) to process the 600 daily scale ticket corrections and provide reconciliation for a new mandated recycling program at the landfills.				
	Clerical Classification Study		3,600	0	(3,600)
	** Final Budget Adjustment - Mid Year Item Increase of \$3,600 due to the Board approved Clerical Classification Study.				
2	Services and Supplies				
	Non Program Specific Adjustments	-	294,420	-	(294,420)
	These expenditures are not attributable to specific programs identified below. They include telephone charges, COWCAP, ISD development charges, banking charges, office supplies, general vehicle use, office equipment, and travel. The increase is primarily for records media imaging that is off-set by the elimination of an ESRF study for those residents paying the Solid Waste fee with their tax bill.				
	Waste Characterization		(300,000)	-	300,000
	The waste characterization rate study was conducted last year and these funds are no longer needed by the division.				
	Operations Contract	-	1,628,600	-	(1,628,600)
	This program is the major component for the daily operations of the landfills and transfer stations throughout the County. The current contract operator is Burttec Waste Industries, Inc. The increase is due to a COLA adjustment of \$1,398,284 for ordinary and WDA waste and \$153,750 for Article 19 waste, the first full year of the out-of-county (Article 20) waste program \$1,036,500, initial funding for a recycling program at the landfills and transfer stations \$191,213, and a reduction for the payment from underestimating the annual tonnage of (\$1,151,147).				
	Bark Beetle Program	-	(6,487,170)	-	6,487,170
	This decrease in funding is due to the closure of the incineration site and reduction of the chipping operations at the Heaps Peak and Big Bear transfer stations. The remaining operations for chipping at both transfer stations is completely off-set by revenues.				
	Perchlorate Program	-	670,617	-	(670,617)
	While most of the cost to mitigate the perchlorate impact will be funded in the Groundwater and Landfill Gas Remediation Fund (EAL SWM), the increase for printing and mailing \$5,588, public notices \$7,019, and legal fees \$658,010 remain in the Operations Fund (EAA SWM).				
	Customer Service Program	-	202,828	-	(202,828)
	SWMD is constantly defining and implementing methods to improve customer service. This increase provides for warning lights at the Heaps Peak Transfer Station, improved network linking with the main office for fewer transmission errors and upgrading service to outlying areas, and customer notices of pending program changes and improvements.				
	Waste Reduction Program	-	647,923	-	(647,923)
	This increase is recommended to improve the SWMD recycling and reuse efforts for business waste prevention, general waste prevention, and recycling green waste and wood waste.				
	Capital Projects Technical Support	-	470,924	-	(470,924)
	This increase is due primarily to additional corrective actions requested by the various regional water quality control boards. The perchlorate water monitoring function will be provided by the addition of the Engineering Technician IV in the staffing request above.				
	Operations Inspections and Scales	-	135,163	-	(135,163)
	This program provides for the daily inspection of the landfills and transfer stations and operations for the scale houses throughout the County. This increase continues the services being provided and for additional community clean up opportunities while in route to the various landfill and transfer station locations.				



BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
3. Other Expenditures				
Other Charges	-	1,649,674	-	(1,649,674)
Other Charges include payments for debt service principle \$250,000 and interest \$804,789, payments to the CIWMB \$483,840, payments to the WDA Cities for their portion of the Article 19 fee \$101,625, payment to the City of Rialto for aggregate royalty for mining at the Mid-Valley Landfill \$12,000, and property taxes paid to the City of Ontario for the Milliken Landfill (\$2,580). These payments increase or decrease each year to conform to scheduled payments, and increased or decreased tonnages.				
Transfers	-	48,038	-	(48,038)
Intra-fund transfers out increases include payments to other departments for salaries and benefits \$42,749, services and supplies \$5,829, and other transfer adjustments (\$540).				
Contingencies and Reserves	-	1,245,305	-	(1,245,305)
This account is being reduced by \$588,900 to \$0.				
** Final Budget Adjustment - Fee Increase of \$1,834,205 to offset the expected amount to be generated from the Board approved fee increases.				
Operating Transfers Out		351,375	-	(351,375)
Operating transfers out increases include the transfer of cash from the operations budget to cover depreciation in the expansion fund (EAC) for \$965,144 and postclosure groundwater and landfill gas remediation fund (EAL) for \$556,886, even though the depreciation amounts are non-cash book entries for the annual accounting statements and the cash can not be used for any other purpose. In addition, there is a reduction in the annual general fund reimbursement of (\$1,170,655) for properties purchases by the general fund prior to 1982. This is the last year for the payment of this reimbursement.				
4. Revenues				
Taxes	-	-	321,085	321,085
Increase of \$317,485 due to over-estimation last year (751 estimated versus 325 actual) of the number of homes destroyed in the Old Waterman Canyon and Grand Prix fires of October 2003 that pay the equivalent single family residence (ESFR) fee with their property tax bill.				
** Final Budget Adjustment - Mid Year Item Increase of \$3,600 to offset the cost resulting from the Clerical Classification Study.				
Licenses and Permits	-	-	644,729	644,729
This account is for the unincorporated franchise haulers payments to the division. Several of the waste collection permitted areas were designated as franchise areas last year and contracts were negotiated, increasing the revenue provided by those areas. These revenues are used to provide recycling and reuse programs.				
Revenue From Use of Money	-	-	76,048	76,048
These revenues increase for the management of rental property for Bark Beetle lumber storage in Lake Arrowhead and will decrease for interest because of a lower average daily bank balance.				
State, Federal, and Other Governmental Aid	-	-	416	416
No significant change in this revenue source is anticipated.				
Current Services	-	-	2,171,426	2,171,426
Revenue is expected to increase as follows: * \$5,000,045 for ordinary refuse to maintain parity with the WDA rate and adding 123,456 tons * \$305,412 for the WDA's COLA increase * \$573,750 for Articles 19 COLA increases * \$3,489,000 for Article 20 COLA and the addition of 150,000 tons The above increases are mostly offset by the following: * \$307,831 in additional payments to the Local Enforcement Agency * \$582,497 in additional payments to the cities for host fees * \$352,500 in additional transfers for closure/expansion projects * \$7,856,337 reduction in revenues for the Bark Beetle program				
** Final Budget Adjustment - Fees Increase of \$1,834,205 is expected from the Board approved fee increases.				
Other Revenue	-	-	(3,621)	(3,621)
Other revenues are decreasing due to a projected less amount received from the sale of plans and specs and from the lease of a building in the Big Bear valley by the United States Forest Service.				
Operating Transfers In	-	-	(160,000)	(160,000)
This transfer was for maintenance of State Highway 173, leading to the Bark Beetle wood Incineration site. Maintenance was being funded by the Environmental Mitigation Fund. The facility has been closed and this transfer is no longer required by the SWMD.				
Total	(0.6)	326,984	3,050,083	2,723,099

BOARD APPROVED CHANGES IN FIXED ASSETS

Brief Description of Board Approved Changes	Appropriation
1. Improvements to Land	2,400,000
The amount budgeted for 2005-06 includes the installation of a scale at the Mid-Valley Landfill (\$300,000), the installation of a warning light system at the Heaps Peak Transfer Station (\$150,000), and the construction of recycling facilities for improved waste diversion and recycling at the landfills (\$2,050,000).	
2. Equipment	(253,000)
No equipment purchase are budgeted for the upcoming year.	
3. Vehicles	136,975
The 2005-06 budget reflects the addition of four new pick-up trucks. One truck is needed for a Landfill Inspector position to perform daily inspections of landfill operations in compliance with regulations. The other three trucks are needed for the division's engineering staff who travel throughout the county performing regular and routine field duties. The current number of vehicles assigned to the SWMD is not sufficient for this staff to accomplish their function.	
Total	2,283,975

**** Final Budget Adjustments were approved by the Board after the proposed budget was submitted.**

